

Personnel—General

interactive Personnel Electronic Records Management System Accession Domain Access

For the Commander:

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History. This regulation publishes a new USAAC Reg 600-3, which is effective 15 May 2006.

Summary. This regulation prescribes policies and procedures for requesting and granting access to the Army accession files stored in the *interactive* Electronic Personnel Records

Management System Accession Domain.

Applicability. This regulation is applicable to the United States Army Accessions Command and its subordinate units and users requiring access to the *interactive* Personnel Electronic Records Management System Accession Domain.

Proponent and exception authority. The proponent of this regulation is the Chief Information Officer. The proponent has the authority to approve exceptions to this regulation that are consistent with controlling law and regulation. Proponent may delegate the approval authority, in writing, to a division chief within the proponent agency in the grade of GS-14.

Army management control process. This regulation contains management control provisions

in accordance with AR 11-2 but does not identify key management controls that must be evaluated.

Supplementation. Supplementation of this regulation is prohibited.

Suggested improvements. Users are invited to send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) directly to HQ USAAC, ATTN: ATAL-IA, 1307 3rd Avenue, Fort Knox, KY 40121-2725.

Distribution. This regulation is available in electronic media only and is available online at <http://www.usaac.army.mil>.

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Appendix A. Related Publications

Glossary

1. Purpose

a. This regulation prescribes policies and procedures for requesting and granting access to the Army Accession (AC) files stored in the *interactive* Electronic Personnel Records Management System (iPERMS) AC Domain.

b. The AC Domain is comprised of all documents pertaining to a Soldier's enlistment into the Regular Army, Army Reserve (AR), and Army National Guard. Many of these documents are not a part of the Soldier's official military personnel file (OMPF), are personal in nature, and must be safeguarded as such. Any user who is granted access to these files will be held accountable for safeguarding personal information.

2. References

Related publications are listed in appendix A.

3. Explanation of abbreviations

Abbreviations used in this regulation are explained in the glossary.

plained in the glossary.

4. Responsibilities

a. Headquarters, United States Army Accessions Command, Information Support Activity, AC domain manager (DM) will:

(1) Be responsible and accountable for the management of the iPERMS AC Domain.

(2) Authorize domain administrators (DAs) to manage accessibility within their area of responsibility.

(3) Ensure the AC DAs receive iPERMS DA training prior to operating and/or managing the AC Domain.

(4) Create, manage, and delete DA accounts and ensure the DAs follow the procedures established for granting access to the iPERMS AC Domain.

(5) In some instances a DM will perform the duties of a DA.

b. DAs will:

(1) Be responsible and accountable for granting access to authorized requestors in their organization to the iPERMS AC Domain image and data files. The United States Army Recruiting Command (USAREC) and the National Guard Bureau will identify personnel who will be DAs and verify the identity of all authorized officials (AOs) requesting access.

(2) Administer the access of all requesting personnel within their organization.

(a) The National Guard (NG) DA will manage all Headquarters National Guard Bureau users and each state and territory NG DA assigned.

(b) NG state administrators will manage each of their State users. iPERMS access will be

terminated immediately upon a user's departure or reassignment.

(c) United States Army Reception Battalion (RECBN) DAs will manage all authorized users at their RECBN location including any security and medical user access. Access will be terminated immediately upon a user's departure or reassignment.

(d) USAREC headquarters personnel will request and be authorized access to individual records as needed.

(3) Be allocated as follows:

(a) Headquarters, United States Army Accessions Command. One.

(b) USAREC. One per recruiting battalion, recruiting brigade, and headquarters.

(c) RECBNs. One per RECBN.

(4) DAs users and USAREC and USAAC headquarters users will send access requests to the following e-mail address: iPERMSAC DomainManagers@usaac.army.mil.

c. AOs. Individuals who are granted temporary or permanent access to the AC Domain with authorization to view files are known as AOs. DAs will also establish the duration of access for each AO. The DA will terminate access by disabling the AO's profile on the expiration date or when the AO is reassigned.

NOTE: DAs will not grant access to users for documents that are otherwise available in the OMPF. OMPF access will be controlled and managed by the iPERMS DM for the domain where the Soldier's record is stored.

(1) All AOs are responsible for safeguarding information retrieved from iPERMS in accordance with appropriate Department of Defense and U.S. Army policies.

(2) Access requests will be sent to their DA based on the user's role. (See para 6 below.)

5. Policy

Access to the iPERMS AC Domain records shall be based on a demonstrated need to know and a functional requirement to support one or more of the Army's personnel life-cycle functions. Users who need access must submit a request to their respective DA via e-mail using a valid common access card (CAC) to establish and authenticate their identity. The e-mail request will be signed with a digital signature for trusted authentication with information defined in paragraph 6. The DA will establish and place constraints on each requestor based on the minimum access required. Once a request is granted, the user will be given the role of an AO. Denied requests shall be returned to the requestor with the reason for denial. All access rights will be terminated upon reassignment or transfer.

NOTE: Any Soldier who entered Army service or was discharged after 1998, can access their records through iPERMS using their Army Knowledge Online (AKO) account at <https://www.us.army.mil/suite/login/welcome.html>.

6. Submitting requests for access as an AO

a. Minimal requirements. Requesting personnel must have a valid CAC, a CAC reader, and a current AKO account.

b. Request submission. Requests must be submitted via e-mail through the requestor's commander to the appropriate DA. The e-mail must be digitally signed with CAC encryption for trusted authentication. The e-mail must be from a .mil domain. The following information is required:

- (1) AKO user identification.
 - (2) Current position, title, grade, and location.
 - (3) Reason for access. State your functional requirement as to why you need access to the iPERMS AC Domain.
 - (4) Information on specific file requested including Soldier's name, social security number (SSN), and document title(s) (e.g., medical waiver dated June 1998, loan documents, enlistment contract documents with annexes, etc.).
 - (5) Document access. State what documents you need to view. See composition document matrix in table 1.
 - (6) Time period required for access with justification if longer than 5 days (not to exceed 1 year).
- c. Accessing the iPERMS AC Domain.
- (1) AO must enter iPERMS through AKO from a .mil or .ako domain. AKO offers guest accounts for other agencies. You may access this link to request an account at <https://www.us.army.mil/suite/login/welcome.html>.
 - (2) Required information from requestor (see Privacy Act statement at fig 2).
 - (3) Duty or work telephone number.

7. iPERMS domains

iPERMS manages electronic documents for Active Army, AR, and Army National Guard Soldiers; United States Army Human Resources Command is the owner of iPERMS. Following are the domains currently designated in iPERMS:

- a. RC (AR O&E) - Reserve Officer and Enlisted Records.
- b. AE (AC Enlisted) - Active Duty Enlisted Records.
- c. AA (AC Officer) - Active Duty Officer Records.
- d. NG (O&E) - National Guard Officer and Enlisted Records.
- e. AC (Accessions) - Army, AR, and NG Accession Record

8. Composition of the iPERMS AC Domain

Table 1 lists all documents that may be stored in iPERMS. The DOM_ID is the Domain where the document is stored in iPERMS. The documents listed as DOM_ID AC are stored only in the AC Domain. All other documents that are captured and passed from the Army Recruiting Information Support System will reside in the AC Domain and the appropriate service domain. Any subsequent update to those documents from a source other than the Army Recruiting Information Support System will not be stored in the AC Domain.

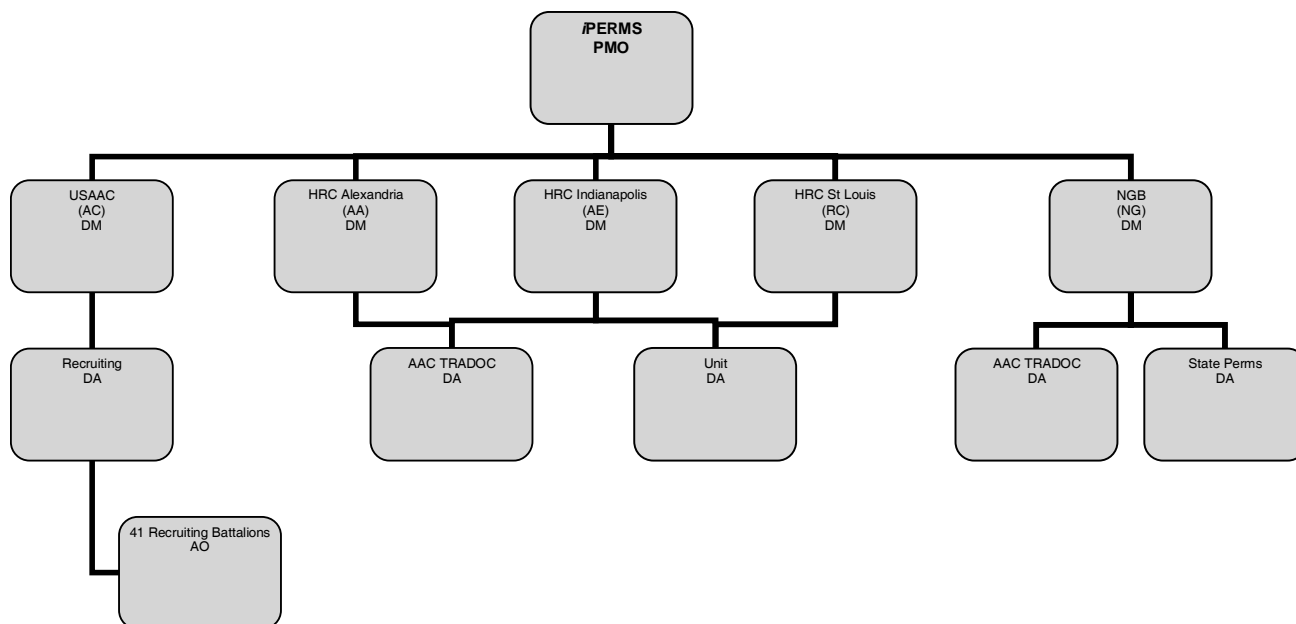


Figure 1. iPerms Access

Privacy Act Statement

- **Authority:** 44 U.S.C. Section 3102, Secretary of the Army; AR 600-8-104, Military Personnel Information Management/Records; E.O. 9397 (SSN).
- **Principal Purpose:** This information will be used to verify the identity of AO users of the iPERMS AC Domain documents.
- **Routine Uses:** None. The "Blanket Routine Uses" set forth at the beginning of the Army's Compilation of Systems of Record Notices also applies to this system.
- **Disclosure:** Voluntary. However, failure to provide the requested information will result in denial of access to the iPERMS AC Domain.

Required Information

- **Why do we need your Name, SSN, and Date of Birth (DOB)?**

We request your name, SSN, and DOB during the verification process only to authenticate who you are. The information you provide is compared with your information in either the Integrated Total Army Personnel Database (ITAPDB) or the Standard Installation/Division Personnel System-Guard (SIDPERS-G), and the information is used solely to verify that you are authorized to have access to the iPERMS AC Domain. This data is already in the ITAPDB and the Secretary of the Army is authorized to use the data for verification purposes. Your Name, SSN, and DOB is used only as a discriminator during multiple identity instances.

- **Is it safe?**

Security during registration is ensured using a 128-bit Secure Socket Layer connection. This is the highest industry standard and establishes an encrypted session between your computer and AKO. We use the same technology that other major companies operating on the World Wide Web use to protect personal information and guard against identity theft. Look for the little yellow padlock at the bottom of your browser window to ensure that you have established a secure connection. There are no alternate means of registration as this is the most secure method of protecting your information.

Identification

Your name and SSN are used to identify you in either ITAPDB or SIDPERS-G.
DOB.

For year, enter all four digits. Department of the Army civilians enter service computation date for leave; nonappropriated fund employees enter start date.

Figure 2. Privacy Act statement

Table 1
/PERMS documents

Document	DOM_ID	Document Title
USAREC Form 1037	AC	Probation Officer and/or Court Records Report (Records of Civil Conviction)
NGB 23B	NG	Waiver Document
Current SF 88/93		
09L Info Paper	AC	Required Information for Applicant's Processing Into MOS 09L
USAREC Form 1015	AC	On-Site Visit and Tier Evaluation Worksheets
USAREC Form 1030	AC	New STRAP Application Cover Sheet
USAREC Form 1035	AC	Request to Change Enlistment Option
DA Form 1058-R	AC	Application for Active Duty for Training, Active Duty for Special Work, Temporary Tour of Active Duty, and Annual Training for Soldiers of the Army National Guard and US Army Reserve
USAREC Form 1062	AC	Request for Registered Nurse Accession Bonus
USAREC Form 1071	AC	Restrictions on Personal Conduct in the Army
USAREC Form 1073	AC	Statement for Acknowledgment for Accommodation of Religious Practices
USAREC Form 1075	AC	Statement of Understanding for Applicants Requesting Appointment to the Army Medical Department With Concurrent Call to Active Duty
USAREC Form 1076	AC	AMEDD Transmittal Sheet
USAREC Form 1081	AC	National AMEDD Augmentation Detachment (NAAD) Assignment Verification and Acceptance
USAREC Form 1091	AC	Statements of Understanding
USAREC Form 1092	AC	Statement of Certification for Repayment of Disbursed Government Funds
USAREC Form 1093	AC	Certificate of Enrollment for the US Army Health Professions Scholarship Program
USAREC Form 1094	AC	Application for the US Army Health Professions Scholarship Program
USAREC Form 1095	AC	Verification of Academic and Current Military Service Obligation for Entry Into the US Army Health Professions Scholarship Program (HPSP)
USAREC Form 1097	AC	USAR Warrant Officer Checklist (Obsolete)
USAREC Form 1103	AC	Incentive Enrollment Data Sheet
NGB 1104	AC	Enlistment Eligibility Questionnaire
USAREC Form 1104	AC	Enlistment Eligibility Questionnaire
USAREC Form 1105	AC	STRAP Enrollment Verification
USAREC Form 1107	AC	Supplement to DA Form 3286-67 (Statement for Enlistment (or Appointment) Army Policy) (Obsolete)
USAREC Form 1110	AC	Occupational Therapy Fieldwork Program Verification Statement and Tuition Payment
USAREC Form 1113	AC	Applicant Service Preference (Obsolete)
USAREC Form 1126	AC	Statement of Requirement for Dental Licensure
USAREC Form 1129	US	Department of the Army Service Agreement - F. Edward Hebert Armed Forces Financial Assistance Program (FAP)

Table 1
/PERMS documents--continued

USAREC Form 1131	US	Department of the Army Service Agreement - F Edward Hebert Armed Forces Health Professions Scholarship Program (AFHPSP)
USAREC Form 1132	AC	HPSP Enrollment Document Checklist
USAREC Form 1135	AC	DEP/DTP Member's Commitment to Excellence Certificate
USAREC Form 1136	AC	DEP/DTP Member's Certificate of Training
USAREC Form 1137	AC	DEP/DTP Pre-BT Tasks List
USAREC Form 1139	US	Department of the Army - Armed Forces Service Agreement - Armed Forces Dental Officer Accession Bonus Program
USAREC Form 1145	AC	Drug and Alcohol Testing Acknowledgment
USAREC Form 1146	AC	RA and USAR Inquiries to the USAREC LNCO
USAREC Form 1151	AC	Certification of Participation in the Financial Assistance Program (FAP)
USAREC Form 1152	AC	Educational Delay Home Address Form
USAREC Form 1196	AC	Statement of Understanding - Prohibited Activities Between Recruiting Personnel and Members of the Delayed Entry Program and Reserve Delayed Entry Program Members
SF 1199A	NG	Direct Deposit Sign-Up Form
USAREC Form 1227 Dep-In	AC	Security Clearance Questionnaire
USAREC Form 1227 Dep-Out	AC	Security Clearance Questionnaire
USAREC Form 1227	AC	Security Clearance Questionnaire (Prescreen)
USAREC Form 1228	AC	Request for Security Clearance Cover Sheet (Prescreen) (Obsolete)
USAREC Form 1241	AC	Tattoo Screening
USAREC Form 1242	AC	Army Preprocessing Drug Screening Acknowledgment and Consent
USAREC Form 1245	AC	USAREC Pre-BCT Physical Fitness Assessment Scorecard
USAREC Form 1034	AC	Delayed Entry Program Status Change/Request
DA Form 134	AC	Military Training Certificate - Reserve Officers' Training Corps
USAREC FL 136 (OCS)	AC	Transmittal of Application for Officer Candidate School or Warrant Officer Flight Training Enlistment Program
USAREC FL 136 (WOFT)	AC	Transmittal of Application for Officer Candidate School or Warrant Officer Flight Training Enlistment Program
USAREC FL 153	AC	Erroneous Enlistment Report
DD Form 1556	AC	Request, Authorization, Agreement, Certification of Training and Reimbursement
DA Form 1569	AC	Transcript of Military Record (Obsolete)
DA Form 160-R	US	Application for Active Duty
USAREC FL 165	AC	Educational Delay Enrollment Verification Form
DA Form 1696	US	Enlistment/Reenlistment Qualifying Application (Specially Recruited Personnel)
TAPC-EPMD Form 169-R	AC	Security Screening Questionnaire

Table 1
PERMS documents--continued

USAREC Label 16	AC	Flight Physical Cover Sheet
SF 180	AC	Request Pertaining to Military Records
DD Form 1879	US	DOD Request for Personnel Security Investigation (Obsolete)
TAPC-EPMD Form 189-R	AC	Personnel Reliability Program Screening Questionnaire
USAREC Form 195	AC	Applicant Evaluation Worksheet
DD Form 2005	AC	Privacy Act Statement - Health Care Records
DD Form 214	US	Certificate of Release or Discharge From Active Duty
DD Form 215	US	Correction to DD Form 214, Certificate of Release or Discharge From Active Duty
VA Form 21-8951-2	AC	Notice of Waiver of VA Compensation or Pension to Receive Military Pay and Allowances
DA Form 2-1	US	Personnel Qualification Record - Part II
NGB 21	US	Enlistment Agreement
DD Form 220	US	Active Duty Report
NGB 22-3	US	Request for Waiver
DD Form 2246	AC	Applicant Medical Prescreening Form (Obsolete)
NGB 22	US	Report of Separation and Record of Service
DD Form 2366	US	Montgomery GI Bill Act of 1984 (MGIB) (Chapter 30, Title 38, US Code) Basic Enrollment
DA Form 254	AC	Military Training Certificate - National Defense Cadet Corps
DD Form 256A (Orders)	AC	Honorable Discharge Certificate
	US	Report of Medical History
DD Form 2807-1	AC	Report of Medical History
DD Form 2807-2	US	Medical Prescreen of Medical History Report
DA Form 2823	AC	Sworn Statement
VA Form 29-8286	US	Servicemen's Group Life Insurance Election (Obsolete)
DA Form 2A	US	Personnel Qualification Record, Part 1 - Enlisted Peacetime (Computer Printout)
USAREC Form 315	AC	Report of Alleged or Suspected Recruiting Impropriety
DA Form 3283	US	Statements of Member Removed From the Temporary Disability Retired List
DA Form 330	US	Language Proficiency Questionnaire
NGB 337	US	Oath of Office National Guard of US
DA Form 3574	US	Certificate of Acknowledgment and Understanding of Service Requirements for Individuals Applying for Appointment in the USAR Under the Provisions of AR 135-100 or 135-101 as Applicable - Individuals Without Prior Service
DA Form 3575	US	Certificate of Acknowledgment and Understanding of Service Requirements for Individuals Applying for Appointment in the USAR Under the Provisions of AR 135-100 or AR 135-101, as Applicable - Individuals Without a Statutory Service Obligation

Table 1
iPERMS documents--continued

DA Form 3688	US	Application and Certificate of Acknowledgment and Understanding of Service Requirements for the Army Dental General Practice Residency (Obsolete)
DD Form 368	US	Request For Conditional Release From Reserve or Guard Component
DD Form 372	US	Request for Verification of Birth
DA Form 3838	US	Application for Professional Training
DA Form 3881	AC	Rights Warning Procedure/Waiver Certificate
USMEPCOM Form 40-1-2-R-E	AC	Report of Medical Examination/Treatment
USMEPCOM Form 40-1-3-R-E	AC	Report of Medical Examination/Treatment-Visual Acuity
Officer Record Brief (ORB)	US	Officer Record Brief
USMEPCOM Form 40-8-R-E	AC	Drug and Alcohol Testing Acknowledgment Form
DA Form 4187 (Promotion Documentation)	US	Personnel Action - Application/Request
DA Form 4187	AC	Personnel Action - Application/Request
DA Form 4187 (1RE)	AC	Personnel Action - Application/Request
DA Form 4187 (2RE)	AC	Personnel Action - Application/Request
DA Form 4187 (3RE)	AC	Personnel Action - Application/Request
DA Form 4187 (4RE)	AC	Personnel Action - Application/Request
USAREC Opt Stmt 1	AC	Personnel Action - Application/Request
USAREC Opt Stmt 2	AC	Personnel Action - Application/Request
USAREC Opt Stmt 3	AC	Personnel Action - Application/Request
USAREC Opt Stmt 4	AC	Personnel Action - Application/Request
DA Form 4213	US	Supplemental Data for Army Medical Service Reserve Officers
DA Form 4571-R	AC	Data Required by the Privacy Act of 1974 (Eligibility for AMEDD Officer Procurement Programs Miscellaneous Documentation)
DA Form 4572-R	US	Statement of Understanding for Appointment as a Commissioned Officer
DA Form 4651	AC	Request For Reserve Component Assignment or Attachment
DA Form 483	AC	Officer Assignment Preference Statement
DA Form 4886	AC	Issue In-Kind Personal Clothing Record
DA Form 4886-1	AC	Issue In-Kind Personal Clothing Record (Obsolete)
USAREC Form 1127	US	Supplement to DA Form 3286-67 - Statement for Enlistment (or Appointment) Army Policy (Obsolete)
DD Form 1966	US	Record of Military Processing - Armed Forces of the United States
DD Form 1966 Parental Consent	US	Record of Military Processing - Armed Forces of the United States (Parental Consent)
DD Form 2808 With Waiver Documents, If Applicable	US	Report of Medical Examination

Table 1
/PERMS documents--continued

DA Form 2976-R	US	Application for Individual Mobilization Augmentation Program Assignment (Obsolete)
DA Form 3072-2	US	Applicant's Monthly Financial Statement
	US	Statement for Enlistment, US Army Training Enlistment Program
	US	Statement for Enlistment, US Army Station/Command/Unit/Area Enlistment Program
	US	Statement for Enlistment, US Army Officer Enlistment Program
	US	Statement of Understanding US Army Incentive Enlistment Program
	US	Statement for Enlistment, Army Civilian Acquired Skills
	US	Statement of Understanding for Persons Having Dependents in Custody of Another
	US	Statement for Enlistment - Part VI, U.S. Army Security Agency Enlistment Option
	US	Addendum to Statements for Enlistment (Additional Requirements for Enlistment Options)
Dep-In	US	DA Form 3286 Series (Dynamic Annex)
Dep-Out	US	DA Form 3286 Series (Dynamic Annex)
	US	Statement for Enlistment, Parts I through V
Reserves Annex A	US	Certificate Acknowledge Service Requirements - Individual Enlistment/Reenlistment USAR
Police Reports/Records	US	Police Record Check - DD Form 369 (Part of 4DD)
DD Form 369	US	Police Record Check - DD Form 369 (Part of 4DD)
DD Form 4	US	Enlistment/Reenlistment Document - Armed Forces of the United States
NGB DD 4	US	Enlistment/Reenlistment Document - Armed Forces of the United States
DD Form 4-3 (DEP-Out)	US	Enlistment/Reenlistment Document - Armed Forces of the United States
DA Form 4836	US	Oath of Extension of Enlistment or Reenlistment
DA Form 5261-1-R	US	Selected Reserve Incentive Program - Educational Assistance Addendum
DA Form 5261-2-R	US	Selected Reserve Incentive Program - Reenlistment/Extension Bonus Addendum
DA Form 5261-3-R	US	Selected Reserve Incentive Program - Affiliation Bonus Addendum
DA Form 5261-4-R	US	Student Loan Repayment Program Addendum
DA Form 5261-5-R	US	Selected Reserve Incentive Program - USAR Prior Service Enlistment Bonus Addendum
DA Form 5261-R	US	Selected Reserve Incentive Program - Enlistment Bonus Addendum
USAR Bonus Addendum Amendment	US	Selected Reserve Incentive Program - Educational Assistance Addendum
MGIB Kicker	US	Statement of Understanding - The Selected Reserve Montgomery GI Bill (10 USC Chapter 1606)
USAREC Form 827	US	Addendum to Certificate and Acknowledgment of Service Requirements (DA Form 3540) for Participation in the USAR Prior Service Training Option
USAREC Form 978	US	Statement of Understanding - Regular Army Enlistment Delay for Applicants With Prior Service or an Existing Military Service Obligation (Obsolete)
Delayed Status-In PS	US	Statement of Understanding - Regular Army Enlistment Delay for Applicants With Prior Service or Existing Military Service Obligation (Dynamic)

Table 1
iPERMS documents--continued

DD Form 370	AC	Request for Reference
Order	US	Enlistment/Travel/DEP Orders
TD Form IRS W-4	US	Employee's Withholding Allowance Certificate
SF 507	AC	Clinical Record - Report on or Continuation of SF _____ (Medical Waiver)
USAREC Form 512	AC	Regular Army and Reserve Components Referral Sheet
	US	Medical Record - Consultation Sheet (Referral for Civilian Medical Care)
SF 513	AC	Medical Record - Consultation Sheet (Referral for Civilian Medical Care)
USAREC Form 524	AC	Personnel Data Sheet
USAREC Form 525	AC	Statement of Understanding
USAREC Form 541	AC	DEP/DTP News Release
DA Form 5435-R	US	Statement of Understanding - Selected Reserve Montgomery GI Bill (10 USC Chapter 1606)
DA Form 5536-R	US	Health Professionals Loan Repayment (HPLR) Agreement
DA Form 5685-R	AC	Specialized Training Assistance Program (New STRAP) Service Agreement
USAREC Form 589	AC	Certificate of Enlistment
NGB 590	US	Statement of Understanding of Reserve Obligation and Responsibility
NGB 594-1	US	SMP - ARNG
NGB 594-4-R	US	Delayed Training Option
DA Form 5960	NG	Authorization to Start, Stop, or Change Basic Allowance for Quarters (BAQ) and/or Variable Housing Allowance (VHA)
NGB 600-15-1	US	ARNG SRIP Agreement Annex to DD Form 4 Enlistment Bonus Agreement
SF 600	US	Health Record - Chronological Record of Medical Care
USMEPCOM Form 601-23-4-E	AC	Restrictions on Personal Conduct in the Armed Forces
USAREC Form 609	AC	Evaluation Sheet
NGB 60	US	Request for Clearance From US Army Reserve
DA Form 61	US	Application for Appointment
NGB Form 61	US	Conditional Release
	US	Application for Federal Recognition National Guard Officer/Warrant for Appointment
NGB 62-E	AC	Application for Federal Recognition National Guard Officer/Warrant for Appointment
USAREC Form 658	AC	AMEDD Application Worksheet
INS Form I-688	AC	Temporary Resident Card
DA Form 705	US	Army Physical Fitness Test Scorecard
USMEPCOM 680-ADP	NG	DMDC/RDMS Data and Line Scores
DA Form 71	US	Oath of Office - Military Personnel

Table 1
/PERMS documents--continued

SGLV 8286	US	Servicemembers' Group Life Insurance Election and Certificate
SF 86	US	Questionnaire for National Security Positions
Certification of Applicant - PAI/PEI	US	Questionnaire for National Security Positions
Agency Use Form	US	Questionnaire for National Security Positions
Signature Release of Information PAI/PEI	US	Questionnaire for National Security Positions
PAI/PEI Report - SF 86	US	Questionnaire for National Security Positions
Signature Medical Release PAI/PEI	US	Questionnaire for National Security Positions
DA Form 873	US	Certificate of Clearance and/or Security Determination
	US	Report of Medical Examination (Initial, Flight, Periodic, Quadrennial, Etc.)
SF 88	AC	Report of Medical Examination (Initial, Flight, Periodic, Quadrennial, Etc.) (Obsolete)
USAREC Form 914	AC	Army Reserve Officers' Training Corps Referral Information
DD Form 93	US	Record of Emergency Data
	US	Report of Medical History
SF 93	AC	Report of Medical History (Obsolete)
USAREC Form 986	AC	Separation Request
USAREC Form 991	AC	Delayed Entry Program and Delayed Training Program Transfer and Assumption
USAREC Form 992	AC	U.S. Army Delayed Entry Physical Training Program Statement
USAREC Form 994	AC	Private (E-2) Promotion Certificate
USAREC Form 995	AC	Honorary Army Recruiter Certificate
Associates Degree	AC	Associates Degree
Adoption Papers	US	Adoption Record Certifying the Legal Parents of a Service Member
680-3A-E	AC	Request for Examination
AFAST Score (Aviator Only)	AC	AFAST Score (Aviator Only)
Affidavits	AC	Administrative/Miscellaneous Documents Deemed Appropriate to Retain
NGB 600-7-4-R-E	NG	Affiliation Bonus Addendum
NGB 594-5-R	NG	Simultaneous Membership Program Agreement
NGB 600-7-2-R-E	NG	Civilian Acquired Skills Program Bonus Addendum
Off-Peak Ship Bonus	NG	Civilian Acquired Skills Program Bonus Addendum
NGB 594-R	NG	Split Training Option
NGB 5435-1	NG	Annex K to DD Form 4 (Supplemental) - Montgomery GI Bill Kicker Incentive Addendum - The Army National Guard of the United States
MGIB Kicker Supplement	NG	Statement of Understanding - ARNG Montgomery GI Bill Kicker Program
Prior Service Bonus	NG	Reenlistment/Extension Bonus Addendum Army National Guard of the United States

Table 1
/PERMS documents--continued

NGB 600-7-3-R-E	NG	Reenlistment/Extension Bonus Addendum Army National Guard of the United States
NGB 600-7-5-R-E	NG	Student Loan Repayment Program Addendum
Annulment Decree	AC	Annulment Decree
Appointment Orders / PFR	US	Appointment Orders (Regular Army)
Amended Orders	US	Amended Appointment Orders (Regular Army)
Applicant Statement	AC	Statement From Applicant Concerning Request for Waiver
Audiogram	AC	Hearing Examination Report
Age Verification Documents	AC	Age Verification Documents
Awards/Decorations	US	Documents/Certificates that Award Badges, Service Medals, Tabs, or Non-Army Awards No Orders Published
Billy Mitchell Award	AC	Documents/Certificates that Award Badges, Service Medals, Tabs, or Non-Army Awards No Orders Published
BN Ops/NCO QC Summary Report	AC	Bn Ops/NCO QC Summary Report
OCS/WOFT Board Results	AC	OCS/WOFT Board Results
Boy Scout Eagle Certificate	AC	Documents/Certificates that Award Badges, Service Medals, Tabs, or Non-Army Awards No Orders Published
Court Docket	AC	Court Docket
Court Documents	AC	Documents From Court Agencies Concerning Waiverable Offenses
Marriage Certificate	NG	Certificate of Marriage
Baptismal Certificate	AC	Baptismal Certificate
Birth Certificate	NG	Certificate of Birth - Soldier
FS Form 545	AC	Foreign Service Certificate of Birth
Hospital or Delayed Birth Certificate	AC	Hospital or Delayed Birth Certificate
Certificate From the Physician in Attendance at Birth	AC	Certificate From the Physician in Attendance at Birth
Overstamped Passport	AC	Overstamped Passport
Job Corps Certificate of Completion	AC	Job Corps Certificate of Completion
Citizenship Verification Documents	US	Statement of Citizenship
Naturalization Certificate	US	Statement of Citizenship
DA Form 5252-R	AC	Statement - Evidence of Citizenship Status
DS Form 1350	AC	Department of State Certificate of Birth
FS Form 240	AC	Proof of Birth of U.S. Citizen Born Abroad
AE Form 360	AC	Report of a Birth Abroad of a Citizen of the United States
INS Form N-560	AC	Proof of Birth of U.S. Citizen Born Abroad

Table 1
/PERMS documents--continued

Citizenship Certificate	AC	Statement of Citizenship
Certificate of Citizenship	AC	Statement of Citizenship
Certified Letter From DOJ	AC	Statement of Citizenship Certified Letter From DOJ
Certified Letter From DOS	AC	Statement of Citizenship Certified Letter From DOS
Statement From State Registrar	AC	Proof of Citizenship Statement From Registrar
Sworn Statement By Parent(s) With Notarized School Record	AC	Sworn Statement By Parent(s) With Notarized School Record
USAREC Form 1037	US	Probation Officer and/or Court Records Report (Records of Civil Conviction)
USAREC FL 146	AC	Release of Arrest Information
USAREC FL 41	AC	Request for Information From Institution (Juvenile Records Check)
HQ Serious Criminal Misconduct Waiver Documentation	AC	HQ Serious Criminal Misconduct Waiver Documentation
Training Seat Cancellation (From REQUEST)	AC	Training Seat Cancellation (From REQUEST)
Court Order	AC	Court Order (Name Change)
Current Year School Withdrawal Letter	AC	Current Year School Withdrawal Letter
Documents for Civilian Acquired Skills Program	AC	Documents for Civilian Acquired Skills Program
Degree Credential	AC	Degree Credential
DCG Criminal Conduct Waiver	AC	DCG Criminal Conduct Waiver
	NG	Death Certificate
Death Certificate (Widowed)	AC	Death Certificate (Widowed)
DEERS Verification Document	AC	DEERS Verification Document
Affidavits Establishing Dependency	AC	Affidavits Establishing Dependency
Dependents Birth Certificates	AC	Dependents Birth Certificates
Dependent ID Card	AC	Dependent ID Card
Diploma (Home Study)	AC	Diploma (Home Study)
Baccalaureate Degree	AC	Baccalaureate Degree
First Professional Degree	AC	First Professional Degree
HS Diploma (Adult Education)	AC	HS Diploma (Adult Education)
HS Diploma	AC	HS Diploma
HS Letter	AC	HS Letter
Doctorate Degree	AC	Doctorate Degree
Masters Degree	AC	Masters Degree

Table 1
iPERMS documents--continued

Post Masters Degree	AC	Post Masters Degree
Professional Nursing Diploma	AC	Professional Nursing Diploma
Divorce Decree	NG	Divorce Decree
Civil Action Document (Divorce Pending)	AC	Civil Action Document (Divorce Pending)
Driver's License	NG	Copy of Driver's License
DSS/OPM Receipt	AC	DSS/OPM Receipt
Memorandum ENTNAC Interview	AC	Memorandum ENTNAC Interview
ENTNAC Rap Sheets	AC	ENTNAC Rap Sheets
Orders and Any Amendments	AC	Enlistment/Travel/DEP Orders
Education Verification Documents	AC	Education Verification Documents
Family Care Plan	AC	Family Care Plan
G-3 Admin Waiver	AC	G-3 Admin Waiver
Additional Form	AC	Additional Form
Grade Determination Documents	AC	Grade Determination Documents
GED	AC	GED
GED Enrollment Letter	AC	GED Enrollment Letter
Girl Scout Gold Award Certificate	AC	Documents/Certificate - Girl Scout Gold Award Certificate
USMEPCOM Form 40-8-1-R-E	NG	HIV Antibody Testing Acknowledgment Form
HQ Admin Waiver Documentation	AC	HQ Admin Waiver Documentation
HS Cert of Attendance	AC	HS Certificate of Attendance
OCS/WOFT Handwritten Essay	AC	OCS/WOFT Handwritten Essay
INS Form I-551	AC	Alien Registration Card (Immigration and Naturalization Services Document)
INS Form G-845	AC	Document Verification Request
INS Form I-94	AC	Arrival Departure Record
Alien Registration	AC	Alien Registration (Immigration and Naturalization Services Document)
Letter to Loan Holder 1	AC	Letter to Loan Holder 1
Letter to Loan Holder 2	AC	Letter to Loan Holder 2
Letter to Loan Holder 3	AC	Letter to Loan Holder 3
OCS/WOFT Letters of Recommendation	AC	OCS/WOFT Letters of Recommendation
Legal Separation Decree	AC	Legal Separation Decree
Medical Waiver	AC	Medical Waiver

Table 1
/PERMS documents--continued

MPRJ	AC	Military Personnel Records Jacket
Memorandum Requesting Waiver	AC	Memorandum Requesting Waiver
Medical Supporting Documentation Private Physicians	AC	Medical Supporting Documentation Private Physicians
National Guard Before Ship QC Summary Report	AC	National Guard Before Ship QC Summary Report
National Guard Guidance Counselor QC Summary Report	AC	National Guard Guidance Counselor QC Summary Report
National Guard Ship Counselor QC Summary Report	AC	National Guard Ship Counselor QC Summary Report
National Guard Ship Ops NCO QC Summary Report	AC	National Guard Ship Ops NCO QC Summary Report
National Guard State QC Summary Report	AC	National Guard State QC Summary Report
Other Admin Documents	AC	Other Admin Documents
Other Core Admin Documents	AC	Other Core Admin Documents
Other Core Document Documents	AC	Other Core Document Documents
Other Medical Documents	AC	Medical Record - Consultation Sheet/Referral for Civilian Medical Care
Occupational Prog Cert	AC	Occupational Program Certificate
OPI Privacy Act Statement	AC	OPI Privacy Act Statement
OPI Request for Exam	AC	OPI Request for Exam
OPM Credit Report	AC	Report of Credit Office Personnel Management
OPM NAC-LAC Scheduling Notice	AC	OPM NAC-LAC Scheduling Notice
Promotion Orders / PFR	US	Promotion or Reduction Orders
Discharge Order	US	Report of Separation and Record of Service
NGB Form 22/USAR Order	US	Report of Separation and Record of Service
Separation Order	US	Report of Separation and Record of Service
Other	AC	Other
Other Documents	AC	Other Documents Miscellaneous Documents
Other Waiver Documents	AC	Other Waiver Documents
PaYS LOI	AC	Partnership for Youth Success Letter of Instruction
Valid State Permit or Identification Card	AC	Valid State Permit or Identification Card
Request Surviving Person Designation be Withdrawn	AC	Request Surviving Person Designation be Withdrawn
	US	Official Full Length Photograph

Table 1
/PERMS documents--continued

OCS/WOFT Photo	AC	Official Full Length Photograph
Personal Letter	AC	Personal Letter
Promissory Note 1	AC	Promissory Note 1
Promissory Note 2	AC	Promissory Note 2
Promissory Note 3	AC	Promissory Note 3
U.S. Passport	AC	U.S. Passport
Prior Service Records	AC	Miscellaneous Records Supporting Previous Service
Quartermaster Award (Certificate)	AC	Quartermaster Award (Certificate)
Before Ship QC Summary Report	AC	Before Ship QC Summary Report
DEP/Accession QC Summary Report	AC	DEP/Accession QC Summary Report
Guidance Counselor QC Summary Report	AC	Guidance Counselor QC Summary Report
Ship Counselor QC Summary Report	AC	Ship Counselor QC Summary Report
Ship Ops NCO QC Summary Report	AC	Ship Ops NCO QC Summary Report
PQR	AC	Personnel Qualification Report
REQUEST Printout	AC	REQUEST Printout
Curriculum Vitae / Resume	AC	Curriculum Vitae / Resume
Recommendation Letters	AC	Letters of Recommendation
Reference Letters From All Employers	AC	Reference Letters From All Employers
Reference Letters From at Least Three Persons Other Than Employer	AC	Reference Letters From at Least Three Persons Other Than Employer
Air Force ROTC Certificate	AC	Documents/Certificates that Award Badges, Service Medals, Tabs, or Non-Army Awards No Orders Published
Navy ROTC Certificate	AC	Documents/Certificates that Award Badges, Service Medals, Tabs, or Non-Army Awards No Orders Published
Security Clearance Verification	NG	Verification of Security Clearance
State Incentive Forms	AC	State Incentive Forms
Student Loan Deferment 1	AC	Student Loan Deferment 1
Student Loan Deferment 2	AC	Student Loan Deferment 2
Student Loan Deferment 3	AC	Student Loan Deferment 3
Sexual Offender File Search 1	AC	Sexual Offender File Search 1
Sexual Offender File Search 2	AC	Sexual Offender File Search 2
Sexual Offender File Search 3	AC	Sexual Offender File Search 3

Table 1
/PERMS documents--continued

SP1 Orders	AC	SP1 Orders
SP2 Orders	AC	SP2 Orders
State Specific Forms	AC	State Specific Forms
Social Security Card	NG	Copy of Social Security Number
SSA Form 2458	AC	Social Security Administration Verification of Social Security Number
SS Form 5	AC	Application for a Social Security Card
Official Government Document	AC	Social Security Verification
Pay Voucher	AC	Social Security Verification
Printout From Social Security Office	AC	Printout From Social Security Office
IRS Form W-2	AC	Wage and Tax Statement
STAR Forms	AC	New Specialized Training Assistance Program (New STRAP) Service Agreement
Memorandum From TPU	AC	Memorandum From TPU
REQUEST Cancellation Printout	AC	REQUEST Cancellation Printout
Request for Training Seat Cancellation (From Unit)	AC	Request for Training Seat Cancellation (From Unit)
Transcripts	US	Transcript of Credit for Civilian College/University/Trade/Business Schools
High School Transcript	AC	High School Transcript
Job Corps Transcripts	AC	Job Corps Transcripts
Telephonic Verification Memorandum	AC	Telephonic Verification Memorandum
OCS/WOFT Typed Essay	AC	OCS/WOFT Typed Essay
Handwritten and Typed Letter	AC	Handwritten and Typed Letter
Unit Commander Acceptance Letter	AC	Unit Commander Acceptance Letter
USMC Completion Certificate	AC	USMC Completion Certificate
Unit Vacancy Statement	AC	Unit Vacancy Statement
Validation Report	AC	Validation Report
Waiver Cover Letter	US	Waiver of Enlistment Commitment
Applicant Waiver Supporting Documentation (Nonrequired)	AC	Applicant Waiver Supporting Documentation (Nonrequired)
214/215		
OERs		

Appendix A
Related Publications

AR 25-1

Army Knowledge Management and Information Technology Management.

AR 25-55

The Department of the Army Freedom of Information Act Program.

AR 25-400-2

The Army Records Information Management System (ARIMS).

AR 340-21

The Army Privacy Program.

AR 600-8-104

Military Personnel Information Management/Records.

Glossary

AC

accession

AKO

Army Knowledge Online

AO

authorized official

AR

Army Reserve

CAC

common access card

DA

domain administrator

DM

domain manager

DOB

date of birth

/PERMS

interactive Personnel Electronic Records Management System

ITAPDB

Integrated Total Army Personnel Database

NG

National Guard

OMPF

official military personnel file

RECBN

United States Army Reception Battalion

SIDPERS-G

Standard Installation/Division Personnel System-Guard

SSN

social security number

USAREC

United States Army Recruiting Command